Kerala Gazette No. 27 dated 11th July 1967

PART III

NOTIFICATION

No. Ex. E3-13135/67. *28th June* 1967.

National Diploma Examination in Commerce October 1967

1. Government in their order No. G. O. Rt. 168/67/Edn. dated 24-1-1967 have permitted to conduct the National Diploma Examination in Commerce till October 1968. This Examination will not be conducted after October 1968.

1 (a) It is hereby notified that the National Diploma Examination in Commerce for the Students of the following institutions will be conducted from Monday the 16th October 1967.

2. Name of Institutions.

1. Sree Narayana College, Quilon.
2. N. S. S. Co-operative College, Kottayam.
3. The Co-operative College, Trichur
4. The Co-operative College, Kozhikode.

3. The above Institutions will be the centres for the Examination and the Principals of the Institutions will be the Chief Superintendents of the concerned centres for the conduct of the Examination, unless ordered otherwise for special reasons.

4. Candidates who have satisfactorily undergone the prescribed course of studies in the above Institutions and candidates once appeared for the Examination through the above Institutions but failed or placed in compartment are eligible to appear for the Examination. In the case of Regular candidates appearing for the Examination (first time) the Principals of the Colleges should certify in the presentation list that the candidates have obtained the prescribed minimum sessional marks and that the candidates are eligible to sit for the Examination as per rules.

5. Candidates who failed in the previous Examination should appear for all subjects prescribed for the Examination. Candidates who were placed in compartment should appear for the subject/subjects in which they were placed in compartments.

Examination fee for the whole Examination	Rs.	60
Examination fee for one subject of the Examination	Rs.	15
Examination fee for two subjects of the Examination	Rs.	25
Fee for Mark list	Rs.	3

6. The Examination fees should be remitted into a Treasury in the Kerala State under the Head of account 'XXII—F (d) (i) Examination Fees'. The fee for the mark list may be remitted into the Treasury under the Head of account 'XXII F(d) (vii) (1)'.

Note.—Examination fees of the candidates who remit the amount in a treasury or Bank outside the State should be credited to the above Head under I. S. S. A. to the Kerala State.

7. No fee will be received direct in this office either in Cash, Cheque or money order etc. Fees once remitted will not be refunded or adjusted towards a subsequent Examination.

8. The Principals of the Institution may collect the fees from the candidates i.e. the fee from the College candidates (Regular candidates) and remit them in the treasury in the appropriate head of accounts, in a consolidated chalan, in the name of the Principal within the prescribed date. Private candidates appearing for the Examination should remit the fees in the name of the candidate himself.

9. The last date for the remittance of Examination fee without fine is 24-7-1967.

10. Late remittance is allowed with a fine of Re. 1 upto and including 31-7-1967.

Note.—The fine should be remitted in the Head of account 'XXII F(d)i' along with the Examination fee. Separate remittance may be made in the case of candidates who made late remittance with fine.

11. Last date for receipt of application in the Office of the Commissioner for Government Examinations, Trivandrum-14 is 5-8-1967.

Note:—Fees remitted after 31-7-1967 or under wrong head of account and partial or inadequate remittance will not be accepted on any account. Applications received after 5-8-1967 will also be rejected.

12. Private candidates may obtain the necessary application forms from the Principals of the Colleges concerned, and the application forms duly filled up with the necessary chalan receipt may be forwarded to this office through the Heads of Colleges from where they completed the prescribed course of studies. The Principals of the Colleges may collect such applications and forward the same along with the presentation list and applications of the Regular candidates of the Institutions (in the prescribed form) with the chalan receipt in original so as to reach the Secretary to the Commissioner for Government Examinations, Office of the Commissioner for Government Examinations, Trivandrum-14 on or before 5-8-1967.

13. The name of the candidates noted in the presentation list or in the application should in all respects including spelling, initial etc. be the same as noted in the General qualification Certificate of the candidate.

14. The details of Sessional marks awarded to the candidates for each subject (out of 30 marks) should be forwarded by the Principals to the Personal address of the Secretary to the Commissioner for Government Examinations, Trivandrum-14 so as to reach him before the commencement of the Examination.

15. The admission tickets for the Examination can be had from the Chief Superintendent of the Centres concerned. 3 days before the date of commencement of the Examination. Private candidates may obtain the Admission Tickets from the Chief Superintendents on production of proper identification certificate.

16. Candidates who were placed in compartment or exempted from appearing in a subject/subjects can appear in all the subjects at subsequent Examinations if they so desire. Such candidates however shall not be allowed to avail the Compartment/exemption on the basis of their performance at the previous Examinations.

17. A candidate who has failed or been relegated or has been placed in compartment or has not been able to appear at the Examination shall be permitted to appear at 3 subsequent Examinations without attendance at fresh course of lecturers and Practicals etc. A candidate will be permitted to appear beyond 3 subsequent examinations only with the previous approval of the Director of Technical Education and provided the courses and/or examinations have not been discontinued.

"SCRUTINY OF VALUED ANSWER SCRIPT"

18. The marks of a candidate shall be re-totalled on an application received from the candidate and on payment of fee of Rs. 10. The fee will be refunded if the total is found to be incorrect.

19. No application for re-totalling shall be entertained unless it is made within 30 days from the publication of the result. No application for revaluation of answer paper shall be entertained. The fee for scrutiny should be remitted under the head of account XXII F (d) (vii) (1).

20. TIME TABLE

Day	*Date*	*Time*	*Subject*
Monday	16-10-1967	10 a.m. to 1 p.m.	English.
Tuesday	17-10-1967	10 a.m. to 1 p.m.	Economics.
Wednesday	18-10-1967	10 a.m. to 1 p.m.	Theory and Practice of Commerce.
Thursday	19-10-1967	10 a.m. to 1 p.m.	Commercial Geography.
Friday	20-10-1967	9 a.m. to 12 Noon	Accountancy.
Monday	23-10-1967	10 a.m. to 1 p.m.	Mercantile Law.
		Electives	
		ELECTIVE PAPER II	
Tuesday	24-10-1967	10 a.m. to 1 p.m.	Auditing/Company Law/ Banking Second Paper.
		ELECTIVE PAPER I	
Wednesday	25-10-1967	10 a.m. to 1 p.m.	Advanced Accountancy/ Secretarial Practice Banking First Paper.

N. B.—Standard time will be followed.

21. Any candidate who commits or attempts to commit malpractice in the Examination will be expelled immediately and will not be allowed to sit for any paper subsequently in the Examination. Candidates are warned that they should not take into the Examination hall any written or printed matter. Copying from another candidate or giving convenience to another candidate for copying or speaking to another candidate will be treated as malpractice. Even possession of written or printed matter thus taken into the Examination hall will also be treated as malpractice. If any candidate behaves in an unruly manner either in the Examination hall or in the premises of the Institution where the Examination is conducted, he will be expelled from the Examination by the Chief Superintendent. Any candidate expelled from the Examination either for malpractice or for unruly behaviour may be further debarred from appearing for subsequent Examination for specified number of chances as decided later.

22. All candidates appearing for the Examination according to this notification will be deemed to have given an undertaking that they will abide by all the rules now in force, or those to be brought into effect hereafter in respect of the Examination.

Office of the Commissioner for
Government Examinations,
Trivandrum-14.

V. NANUKUTTAN NAIR,
Secretary to the Commissioner
for Government Examinations.

Kerala Gazette No. 27 dated 11th July 1967.

PART III

NOTIFICATION

No. Ex. E3-13134/67. *27th June* 1967.

First year (part I) and final year (part II) Diploma Examination in Commercial Practice of September 1967.

The First Year and the Final Year Diploma Examination in Commercial Practice of September 1967 will commence from 27-9-1967 in accordance with the Time Table furnished below:—

I. FIRST YEAR (PART I) EXAMINATION

1. The Examination will be held at the following centres:—
   1. Co-operative College, Trivandrum.
   2. Sree Narayana College, Quilon.
   3. N.S.S. Co-operative College, Kottayam.
   4. Co-operative College, Trichur.
   5. Co-operative College, Kozhikode.

2. The following categories of candidates only are eligible for admission to the Examination:—

(i) Candidates who have satisfactorily completed the first year course of studies of the two year D.C.P. course in the above institutions.

(ii) Candidates who have satisfactorily completed the two year course of studies of the "Three year part-time course" in the above Institutions, and

(iii) Candidates who have failed or have been placed in compartment in the I year Diploma Examination in Commercial Practice, conducted by this office.

3. Private candidates (full course or compartmental) appearing for the Examination have to forward the applications to the Principals of the institutions concerned in the form given in the appendix I to this notification with the chalan receipt. The Principals of the Institutions may collect such applications etc. and forward the same to the Secretary to the Commissioner for Government Examinations, Trivandrum-14, along with the presentation list and chalan receipts of the regular candidates so as to reach him before the date fixed for the receipt of application in his office i.e. 5-8 1967.

4. Private candidates appearing for the Examination should remit the examination fee in the name of the candidate himself.

5. Candidates who have failed in the Examination should appear again for the whole examination.

G. 270/S.

6. Candidates who are placed in compartment need appear for the subject/subjects in which they are placed in compartment.

Note:—Candidates who are placed in compartment can appear in all subjects at the subsequent examination, if they so desire. Such candidates however shall not be allowed to avail of the compartment on the basis of their performance at previous examination.

7.	Fee for the whole examination:	..	Rs. 30
	Fee for one subject.	..	Rs. 10
	Fee for two subjects.	..	Rs. 20
	Fee for Mark list.	..	Rs. 3

II. FINAL YEAR (PART II) EXAMINATION

1. The Final Year (Part II) Diploma Examination in Commercial Practice will be conducted at the following Centres:

   1. Co-operative College, Trivandrum.
   2. N.S.S. Co-operative College, Kottayam.
   3. Co-operative College, Kozhikode.

2. Candidates who have satisfactorily undergone their two year course of studies of the "Two Year full time course" of the Diploma Examination in Commercial Practice through the above Institutions and passed the first year (Part I) Examination, only are eligible to appear for the Final Examination.

3.	Fee for the whole Examination	..	Rs. 40
	Fee for Mark list.	..	Rs. 3

4. The Head of Institution may forward the list of regular candidates with the chalan receipt to the Secretary to the Commissioner for Government Examinations, Trivandrum-14, within the prescribed date i. e. 5-8-1967. The Elective subject chosen by the candidate should be noted in the presentation list clearly against the name of each candidate. The Register number and year of Examination in which the candidate has passed the First part of the Examination should be noted in the remarks column of the presentation list. The form for the preparation of the presentation list will be supplied from this office.

Note:—Individual applications need not be forwarded in case of regular candidate.

General Instructions in regard to the remittance of fees, preparation of presentation list etc., for part I and part II of the Examination

1. The Principals of the Colleges in which the Examinations are conducted will be the Chief Superintendents of the Centres concerned unless otherwise ordered for special reasons.

2. Candidates are not allowed to change the Centre for the Examinations from the College in which they have undergone the course.

3. The name of candidate should be noted in the presentation list in block letters and should exactly be similar in every respect with that furnished in the General qualification Certificate of the candidate.

4. No entry should be made under the column 'Register Number' of the presentation list.

5. The name of candidate should be written in the Alphabetical order. The names of the female candidates should be indicated by adding the letter 'F' in Red Ink after their names and have to be entered only after furnishing the entries relating to all male candidates.

6. Last date for remittance of fee for First and Final Year Examination without fine is 24-7-1967.

7. Late remittance however will be allowed with a fine of Re. 1 upto and including 31-7-1967. Fees remitted after 31-7-1967 will not be accepted on any account.

8. The examination fee should be remitted into a Treasury of the Kerala State under the Head of Account "XXII F (d) (i) Examination Fees".

Remittance of Examination fee in a treasury outside the State of Kerala may be credited into the above head under 'I. S. S A.' to the Kerala State.

9. The fee for mark list should be remitted under the head of Account XXII F (d) vii. (I)

10. On no account the money be sent to this office in Cash/Cheque/Postal Order/Currency note or in any other forms.

11. In no circumstances will any amount paid as Examination fees be refunded or allowed to be adjusted towards a subsequent examination.

12. Last date for the receipt of application in this office is 5-8-1967 belated applications as well as late remittance of fees will not be accepted on any account.

13. The Head of Institutions may collect the prescribed fees from the candidates appearing for the Examination (First Year and Final Year) as regular candidate (i.e. College candidates) and remit them in the Treasury in the name of the Principal and forward the original chalan receipt with the presentation list of the candidates along with the applications of the Private candidates, to the Secretary to the Commissioner for Governmen Examinations.

14. The Head of Institution should furnish a Certificate in the Presentation list to the effect that the name of candidate noted in the list have undergone their prescribed course of studies in this institution, and have obtained the required minimum percentage of attendance, as per rules, and are eligible to appear for the First Year/Final Year Examination in September 1967.

Note:—A candidate shall not be admitted to the Diploma Examination in Commercial Practice if his/her attendance falls short of 80% of the possible attendance.

"The Director of Technical Education may in special cases on the recommendation of the Principal concerned condone shortage of attendance for a period not exceeding 15% of the possible number of working days."

15. Any candidate who commits or attempts to commit malpractice in the examination will be expelled immediately and will not be allowed to sit for any paper subsequently in the Examination. Candidates are warned that they should not take into the Examination Hall any written or printed matter. Copying from another candidate or giving convenience to another candidate for copying or speaking to another candidate will be considered as malpractice. Even possession of written or printed matter thus taken into Examination Hall will also be considered as malpractice. If any candidate behaves in an unruly manner either in the Examination Hall or in the premises of the institution where the Examination is conducted, he will be expelled from the Examination by the Chief Superintendent. Any candidate expelled from the Examination either for malpractice or for unruly behaviour may be further debarred from appearing for subsequent examinations for specified number of chances as decided later.

16. All candidates appearing for the examination according to this notification will be deemed to have given an undertaking that they will abide by all the rules now in force or those to be brought into effect hereafter in respect of the Examination.

17. Admission tickets of the candidates, appearing for the Examination will be issued by the Chief Superintendents of the Examination Centres concerned, three days before the date of commencement of the Examination.

TIME TABLE

First Year (Part I) Diploma Examination in Commercial Practice September—1967.

Day	*Date*	*Duration*	*Subject*
Wednesday	27-9-1967	2 p.m. to 5 p.m.	English Ist Paper
Thursday	28-9-1967	2 p.m. to 5 p.m.	Commercial Arithmetic
Friday	29-9-1967	2-30 p.m. to 5-30 p.m.	Commercial Geography
Tuesday	3-10-1967	2 p.m. to 5 p.m.	Elements of Commerce I Paper
Wednesday	4-10-1967	2 p.m. to 5 p.m.	Book-keeping and Elements of Accounts—I Paper
Monday	9-10-1967	2 p.m. onwards	Typewriting (at the rate of seven minutes of Speed Test and 1 hour 45 minutes to Typewrite from Printed matter per batch)

Final Year (Part II) Diploma Examination in Commercial Practice September—1967.

Day	*Date*	*Duration*	*Subjects*
Wednesday	27-9-1967	9 a.m. to 12 noon	English II Paper
Thursday	28-9-1967	9 a.m. to 12 noon	Elements of Commerce II Paper
Friday	29-9-1967	9 a.m. to 12 noon	Book-keeping and Elements of Accounts II Paper
Tuesday	3-10-1967	9 a.m. to 12 noon	Elements of Business Organisation and Management including Office Management

Electives

Day Date	*Duration*	*Subjects*
Wednesday 4-10-1967	9 a.m. to 12 noon	Secretarial Practice and Office Management Paper I
Do.		Shorthand and Typewriting Paper I Shorthand
	Section I	Speed Test
Do.	9 a.m. to 9.10 a.m.	Speed Dictation
	9-15 a.m. to 11-15 a.m.	To Transcribe the Dictation into longhand
Do.	2 p.m. to 2-6 p.m.	Dictation
	2.10 p.m. to 4.10 p.m.	Elaboration of the notes and transcription of the lithographed shorthand matter into longhand
Monday 9-10-1967	9 a.m. to 12 noon	Secretarial Practice and Office Management Paper II

Shorthand Paper I Section II

Do.	9 a.m. to 9.10 a.m.	Dictation
	9.15 a.m. to 11.15 a.m.	Summarisation of the Dictated passage in Indirect form of 1/3 of the size and questions on the principles of writing shorthand etc.

Day Date	*Duration*	*Subjects*
Friday 13-10-1967	9 a.m. to 9.7 a.m.	Shorthand and Typewriting Paper II Typewriting Speed Test
	9.15 a.m. to 11 a.m.	To Typewrite from printed matter
Do.	2.30 p.m. onwards	Practical

Office of the Commissioner for
Government Examinations
Trivandrum-14.

V. NANUKUTTAN NAIR,
Secretary to the Commissioner for
Government Examinations.

APPENDIX I

FORM OF APPLICATION FOR ADMISSION TO THE FIRST FINAL YEAR DIPLOMA EXAMINATION IN COMMERCIAL PRACTICE OF SEPTEMBER 1967

FULL COURSE/COMPARTMENTAL

To

The Secretary to the Commissioner for Government Examinations,
Trivandrum-14.

1. Name of Centre:
2. Name of Candidate
(In capital letters)
3. Sex
4. Name of parent of guardian
5. Full Address of the candidate
6. House Name
7. (a) Religion
(b) Community (in the case of Backward and Scheduled Castes and Tribes only)
8. Date of birth
9. State whether full-time or part-time student
10. Name of the Institution in which the candidate studying/studied
11. Whether appearing for the Examination under full course or compartment

(a) In case of full course candidate furnish previous Register number and year of appearance — 1. Year Reg. No. / 2. Year Reg. No. / 3. Year Reg. No.

(b) Compartment Candidate:

(i) Subject/s now desire to appear for the Examination (1)

(2)

(ii) Subjects in which already passed

Name of subject	Year of Passing	Register Number
1.		
2.		
3.		
4.		
5.		

12. Amount of Examination fee remitted. Chalan number, date and name of Treasury.

13. Station

14. Date

I hereby declare that the statements made in the application are true to the best of my knowledge and belief.

Yours faithfully,
Signature of the Candidate.

Address:—

I hereby certify that I have verified the entries noted above and found them agree with the records of the Institution.

Signature of the Principal.

Station

Seal of the Institution.

Date

N.B. Application not submitted in the prescribed form and not countersigned by the Principal of the Institution will be rejected. (Application forms will not be supplied from this office).